

6/18/2008

Sample

This list is only a sample given by one CPA and may not be a complete list depending on what your CPA may request.

ITEMS NEEDED:

Checkbook
Check copies or stubs
Payroll files
Copy of payroll summaries
Copies of minutes
Physical inventory listing
Windbreak tree file-copy of receipt summary; copy of price list; copy of invoices (if applicable)
Mulch order file (if applicable)
Bank statements - copy of 6/30 statements
Receipts and invoice files
Income receipt book
Inventory of fabric rolls left at 6/30/06 with amounts and cost. (if applicable)
Copy of any grant agreements
Budget
Budget versus Actual

QuickBooks reports: and a copy of qb file or accountant access

Payroll Summary Calendar year ending
Payroll summary-fiscal year
Payroll Item detail for each quarter if not already with 941's
Trial Balance as of June 30
Balance Sheet as of June 30
Profit & Loss –fiscal year
Check Register for July fiscal year

All of the above reports should be copies -you should have copies for your files as well.

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